



Smalley Pre-school Fire Safety Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF

07903 129575

Designated fire marshals: Jennifer Rowland and Nicola Sadler

Aim

Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant EYFS safeguarding and welfare requirements.

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety, as well as that of others. Risk assessment is the key means through which this is achieved.
- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A fire log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

Legal references

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Further guidance

Fire Safety Record (Alliance Publication)

Fire Safety Risk Assessment: Educational Premises

www.communities.gov.uk/publications/fire/firesafetyrisk6

Fire safety procedures

The setting manager / fire marshal has access to, or a copy of, the fire safety procedures specific to the building and ensures they align with these procedures. The setting manager / fire marshal makes reasonable adjustments as required to ensure the two documents do not contradict each other.

Fire safety risk assessment

A fire safety risk assessment is carried out in each area of the setting by a competent person, or a named fire marshal, using the five steps to fire safety risk assessment as follows:

1. Identify fire hazards:
 - sources of ignition;

- sources of fuel; and
 - sources of oxygen (including oxygen tanks for disabled children).
2. Identify people at risk
 - people in and around the premises; and
 - people especially at risk, including very young babies, less ambulant disabled children or those using specialised equipment, such as splints and standing frames.
 3. Evaluate, remove, reduce and protect from the risk:
 - evaluate the risk of the fire occurring;
 - evaluate the risk to people from a fire starting on the premises;
 - remove and reduce the hazards that may cause a fire; and
 - remove and reduce the risks to people from a fire.
 4. Record, plan, inform, instruct and train:
 - record significant findings and actions taken;
 - prepare an emergency plan;
 - inform and instruct relevant people;
 - inform and co-operate with others; and
 - provide training.
 5. Review:
 - keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- electrical plugs, wires and sockets;
- electrical items;
- gas boilers;
- cookers;
- matches;
- flammable materials, including furniture, furnishings, paper, etc;
- flammable chemicals (which are also covered in COSHH);
- means of escape; and
- any other risks identified.

Fire safety precautions include:

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- Sockets are covered. This is different to using plug socket inserts; a socket cover covers the whole socket (including the switch) and is safe to use.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.

- All fire safety equipment is checked annually.
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer.
- If matches are used in the kitchen, they are kept in a drawer.
- Procedures for the safe storage and use of oxygen tanks are always followed.

Fire drills

- Fire drills (to include emergency evacuation procedures and lockdown) are held at least termly.
- Drills are recorded, including:
 - date of drill;
 - staff involved and numbers of children;
 - how long it took to evacuate; and
 - any reason for a delay in achieving the target time and how this will be remedied.

Fire precautions

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested monthly, and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested monthly. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

Further guidance

[Dynamic Risk Management](#) (Early Years Alliance)

[Fire Safety Record](#) (Early Years Alliance)

[Fire Safety Risk Assessment: Educational Premises](#) (Home Office, 2023)

This policy was adopted by Smalley Pre-school

On 23.12.25

Date to be reviewed 23.12.26

Signed on behalf of the provider



Name of signatory Joanne Rothwell

Role of signatory (e.g. chair, director or owner) Chair of the Committee